

# WASHINGTON COUNTY COMMUNITY FOUNDATION, INC.

## Grant Making Policies and Guidelines

Unless specifically provided for in the agreement establishing the permanent fund, all grants shall be derived from income. The term income shall mean an amount equal to a percentage of the average fair market value of the fund's assets over the preceding three years. The Trustees shall annually adopt a percentage for income determination, but in no event shall the percentage be less than 2% nor more than 7% per year.

The Foundation follows a quarterly grant-making schedule with the following deadlines:

Quarter 1 - Designated Agency Funds – March 31

Quarter 2 - Designated Scholarship Funds – April 1

Quarter 3 - Designated Field of Interest Funds – July 1

Quarter 4 - Discretionary Funds (Unrestricted Grant-Making Funds) – Sept 1

Year Round - Donor Advised Funds – As recommended by the donor advisor(s)

**Designated Agency Funds** - Only predetermined agencies may apply for funding. The application form is sent annually to each designated agency. Agencies are required to submit a copy of the annual audit and/or Federal Form 990.

**Designated Scholarship Funds** - Scholarship forms are available on the website, or through appropriate high school guidance counselors. Each scholarship has pre-determined criteria. These criteria are strictly adhered to in the selection process. *Any direct solicitation of selection committee or Board members will result in the immediate termination of consideration.* Generally, awards are presented in May or June. Scholarship awards will be posted to the website in May or June. Scholarship applications will not be returned.

### **Designated Field of Interest and Discretionary (Unrestricted) Grant-Making Funds - Basic Standards for Grant Eligibility:**

- No awards will be granted to political candidates, for use in political campaigns or for lobbying of elected officials.
- The Foundation does not support organizations that practice or advocate discrimination by race, color, creed, sex or national origin.
- The Foundation does not make loans.
- The Foundation does not make grants to individuals. Interested individuals are encouraged to work with and through existing incorporated not-for-profit entities.

- The Foundation does not normally make ongoing commitments, though a large gift may be spread out over more than one fiscal year.
- The Foundation does not generally support land acquisition projects.
- The Foundation discourages requests for routine projects.
- The Foundation discourages requests for routine operating requests, to pay off deficits, or for endowment funds.
- The Foundation does not make grants to re-granting organizations (except for donor-advised funds).
- The Foundation does not make grants to private charities.

***Any direct solicitation or lobbying of individual board members will result in the immediate termination of proposal consideration.***

- Applicant organization must be legally constituted and exempt from federal income tax as under the provisions of the Internal Revenue Code. It must demonstrate that it is fiscally responsible. Applicant must be in compliance with all legal requirements of legislative bodies.
- The organization must have a charter and/or by-laws which clearly define the organization's purpose, structure, and the duties, authority and responsibilities of the governing body of the organization. All of the income of the organization must be used for its particular stated charitable objectives and purposes and no part for its members.
- The applicant organization must have a duly constituted volunteer Board of Directors which meets regularly and has full power to establish operating policy; to employ and dismiss employees; to control and be responsible for other groups operating in or using the name of the organization; to enter into contracts; and to acquire, manage and dispose of real and capital properties obtained in the name of the organization.
- The policies of the organization's Board of Directors must seek to assure accountability, operating efficiency and responsiveness to community needs. The Board of Directors must review and approve any significant changes in operational policies.
- The organization should publish an annual report which provides its goals, objectives, services, and such financial information as required by the PA Charitable Purposes Act for that organization.
- Applicant must operate a project which meets a demonstrated and documented need and which can be carried out principally within the county.
- Applicant may be asked to establish evaluation techniques which measure the effectiveness or impact of services rendered by the applicant, and to maintain a record system that reports, by project, the number of persons being served and the type and quality of service being rendered.
- Applicant must submit a budget listing projected revenues and expenses.

- Chosen applications will be required to submit a project report on the use of the grant. Normally, such reports shall be submitted at the end of the grant period. Multi-year or multi-phase grants may be required to submit periodic reports.
- All applicants will be notified in writing of the outcome of their application.
- Particular consideration will be given to applicants which:
  1. Improve upon the effectiveness of existing organizations. Proposals to establish new charities will receive particular scrutiny.
  2. Encourage inter-agency cooperation. Proposals from multiple applicants which address a single community issue are encouraged.
  3. Have multiple funding sources. Multiple funding sources help validate a proposal. Normally, the Foundation will not be the only source of support for a particular project.
  4. Have a broad impact upon the community.
  5. Leverage additional money as a challenge grant.
  6. Are used as seed money for an existing organization to establish a new project.

**Designated Field of Interest Fund Categories** (Additional categories may be added over time):

1. Designated to a Specific Field of Interest
  - Arts & Humanities
  - Conservation
  - Historic Education and Preservation
  - Literacy
  - Disadvantaged mothers and their children
  - Services to needy people
2. Designated To a Specific Geographic Location in Washington County
  - Burgettstown (youth)
  - Canonsburg
  - Claysville
  - Peters Township

**Discretionary (Unrestricted) Grant Categories:**

1. Arts & Humanities – projects that encourage and demonstrate artistic creativity and appreciation and enjoyment of the arts and culture, including visual and performing arts, museums, arts education, and public media.

2. Education – projects to enhance the education experience for persons of any age; that encourage literacy; and promote lifelong learning skills.
3. Environment & Animal Welfare – projects to enhance the quality of life, to ensure biodiversity, to mitigate or investigate the impacts of pollution on the local region. Includes conservation, resource protection, energy / renewal resources, agricultural projects and animal welfare
4. Health & Fitness – projects that define and address issues of local concern that are not addressed through state or federal tax-supported institution
5. Human Needs – projects whose objects or purposes are to give aid, comfort, support or assistance to children, aged persons or indigent adults, or urban affairs
6. Religious / Faith Based – projects that promote interdenominational sharing and understanding and that emphasize the importance of spiritual growth and development

**Donor Advised Funds** - Letters of interest or unsolicited applications are not normally accepted for donor advised funds. However, donor advisors periodically review applications to designated field of interest and discretionary funds.

**Review of Grant Making Policies and Guidelines** - The Program & Allocations Committee shall periodically review these grant-making policies and guidelines and recommend necessary revisions to the Board of Trustees.